



ABN 51 001 787 275

LIGARE PTY LTD
138 BONDS ROAD
RIVERWOOD NSW 2210

Telephone: (02) 9533 2555
Facsimile: (02) 9533 3719
Email: accounts@ligare.com.au
Website: www.ligare.com.au

STANDARD TERMS AND CONDITIONS

1. Introduction

1.1 Application of these Terms and Conditions

These Terms and Conditions are incorporated into any contract between Ligare Pty Ltd and a customer for the supply of goods and/or services by Ligare Pty Ltd to the customer.

1.2 Interpretation

In these Terms and Conditions:

"Business Day" means a day on which banks are open for general banking business in the State or Territory in which Ligare Pty Ltd premises are located;

"Estimate" means the estimate referred to in sub-clause 2.1(b) (as amended in accordance with clause 2.4);

"Goods" means the final goods produced by Ligare Pty Ltd by completing the Order;

"GST" means A New Tax System (Goods and Services Tax) Act, 1999;

"Interest Rate" means the aggregate of two percentum (2%) and the rate of interest expressed as a percentage per annum charged by the Commonwealth Bank of Australia from time to time on Overdraft Accounts exceeding One Hundred Thousand Dollars;

"Order" means the work required to be done in order to fulfil the customer's instructions;

"Quote" means the quote described in clause 2.1.

1.3 General

In these Terms and Conditions, unless the context otherwise requires:

(a) the singular includes the plural and vice versa;

(b) a reference to a clause is a reference to a clause of these Terms and Conditions;

(c) a reference to a party to these Terms and Conditions or any other document or arrangement includes that party's executors, administrators, successors and permitted assigns;

(d) where an expression is defined, another part of speech or grammatical form of that expression has a corresponding meaning;

(e) a reference to a period of time (including, without limitation, a year, a quarter, a month and a day) is to a calendar period.

1.4 Headings

In these Terms and Conditions, headings are for convenient reference only and do not affect interpretation.

1.5 Business Day

If the day on which any act, matter or thing is to be done under this agreement is not a Business Day, that act, matter or thing:

(a) if it involves a payment other than a payment which is due on demand, must be done on the preceding Business Day; and

(b) in all other cases, may be done on the next Business Day.

2. Quotes

2.1 Ligare Pty Ltd to supply quote

Ligare Pty Ltd may if, requested by the Customer, give the customer a quote specifying:

- (a) the work required to be done in order to fulfil the customer's instructions; and
- (b) an estimate of Ligare Pty Ltd' charge for the performance of such work.

2.2 Acceptance by customer

Where Ligare Pty Ltd has given the customer a Quote:

- (a) Ligare Pty Ltd need not commence work until the Quote has been accepted by the customer.
- (b) The customer may accept the Quote by instructing Ligare Pty Ltd in writing to commence work.
- (c) Acceptance by the customer of the Quote will constitute acceptance by the customer of these Terms and Conditions.

2.3 Quote evidence of instructions

If a written Quote is accepted by the customer, the work the subject of the quote shall be carried out and the customer shall pay for the work in accordance with the within Terms and Conditions.

2.4 Ligare Pty Ltd may revise Estimate

Ligare Pty Ltd may amend the Estimate before the Order has been completed to take into account any rise or fall in the cost of performing the Order and Ligare Pty Ltd shall notify the customer of such amendment as soon as practicable thereafter. Upon Ligare Pty Ltd giving the customer notification of such amendment such amended estimate shall be and be deemed to be the Estimate for the purposes of these Terms and Conditions.

3. Charges

3.1 Invoice

Subject to clause 5.3, when the Order has been completed, Ligare Pty Ltd will issue an invoice to the customer for the amount of the Estimate or, if no Estimate was made, for an amount representing Ligare Pty Ltd' charge for the work done in filling the Order, and for any of the other charges specified in clause 3.2.

3.2 Additional Charges

In addition to the amount of the Estimate, or where no Estimate was given, in addition to the amount representing Ligare Pty Ltd' charge for the work done, Ligare Pty Ltd may charge to the customer:

- (a) fees for any preliminary work performed at the customer's request;
- (b) fees for additional work required to be done as a result of the customer changing his, her or its instructions;
- (c) fees for having to work from poor copy;
- (d) fees for work which involves tables or foreign language and which was not notified to Ligare Pty Ltd before the Quote was prepared;
- (e) fees for additional work required to be done as a result of author's corrections, including repagination or reformatting;
- (f) fees and other charges for work required to be done urgently, including any overtime costs;
- (g) fees for handling or storing material or equipment supplied by the customer for the purposes of the Order;
- (h) fees for changing or correcting, in order to ensure that the Goods are properly produced, any plates, film, bromides, knife forms, artwork or any document including computer files supplied for the purposes of the Order by the customer;
- (i) freight costs and charges;
- (j) other charges, fees or disbursements referred to in these Terms and Conditions and not specified in this clause;

3.3 For the purposes of these Terms and Conditions:

- (a) the term "printer's charge" refers in each case to the standard or usual fee charged by Ligare Pty Ltd from time to time in respect of the Order;
- (b) "preliminary work" means all and any work performed by Ligare Pty Ltd at the customer's express or implied request, the performance of which work was necessary to enable the Order to be commenced and which work was not within the reasonable contemplation of Ligare Pty Ltd at the time when Ligare Pty Ltd

supplied the Estimate;

(c) "additional work" includes all work undertaken by Ligare Pty Ltd as a consequence of the customer's variation, alteration or modification of its instructions in relation to the Order; and

(d) "freight costs and charge" includes all costs and expenses incurred by Ligare Pty Ltd in removing the Goods from its premises, whether by way of actual or attempted delivery to the customer or otherwise.

3.4 Under/Over supplies

(a) The customer acknowledges that whilst Ligare Pty Ltd will make every endeavour to produce the exact number of items in the Order, owing to human and/or machine/computer error the number of items actually produced may be 5% over or under the number specified in the Order ("a discrepancy").

(b) Where a discrepancy occurs Ligare Pty Ltd will adjust the amount charged to the customer for the Order a pro rata amount to reflect the actual number of items produced.

4. Delivery

4.1 Notification & Collection

Ligare Pty Ltd shall notify the customer when the Goods are ready for an order requiring collection. The customer must collect the goods from Ligare Pty Ltd' premises upon being notified by Ligare Pty Ltd that the Goods are ready for collection.

4.2 Delivery Costs

Ligare Pty Ltd typically include the delivery cost of the Goods to one location within the Sydney Metropolitan area, pallet unload, within the Estimate. Deliveries outside of the Sydney Metropolitan area, or to multiple destinations will be quoted separately and the customer shall bear all freight costs and charges of such delivery.

4.3 Rejection

Subject to clause 7.1 the customer may only reject the Goods if they do not comply with the customer's instructions. If the customer wishes to reject the Goods, the customer must notify Ligare Pty Ltd of the rejection:

(a) if Ligare Pty Ltd agrees to deliver the Goods to the customer's premises - within 7 days of delivery (or such other time as is mutually agreed);

(b) otherwise - within 7 days of notification that the Goods are ready for collection (or such other time as is mutually agreed).

4.4 Risk

The risk in the Goods passes to the customer:

(a) if Ligare Pty Ltd delivers the Goods to the customer's premises - at the time of delivery;

(b) otherwise - at the time Ligare Pty Ltd notifies the customer that the Goods are ready for collection.

If the customer is entitled to reject the Goods and rejects the Goods in accordance with these Terms and Conditions, risk reverts to Ligare Pty Ltd at the time the customer notifies Ligare Pty Ltd that the Goods are rejected.

5. Payment

5.1 Time for payment

The customer must, within 30 days of the customer receiving Ligare Pty Ltd' invoice, pay to Ligare Pty Ltd the total amount set out in the invoice. This applies to customers with credit accounts who have submitted credit applications which have been approved.

5.2 Interest

Ligare Pty Ltd may charge interest at the Interest Rate on amounts not paid within the time specified in clause 5.1.

5.3 Advance and progress payments

(a) Ligare Pty Ltd may issue an invoice for the amount of the Estimate before commencing the Order where Ligare Pty Ltd has not previously carried out work for the customer or where Ligare Pty Ltd considers it otherwise prudent to do so;

(b) Ligare Pty Ltd may, in the event that Ligare Pty Ltd is of the view that completing the Order will take

more than a month, at any time before the Order is completed, issue one or more invoices for a proportion of the amount of the Estimate (the proportion to be at Ligare Pty Ltd' discretion) and require that proportion of the Estimate to be paid in advance of any further work being done.

(c) If the Order is suspended for more than 30 days at the request of the customer or as a result of something for which the customer is responsible, Ligare Pty Ltd may issue an invoice for a particular sum (to be specified by Ligare Pty Ltd) for the work already done and for other costs incurred by Ligare Pty Ltd (such as storage costs). (d) For cash customers 50% payment needs to be made upon delivery of files and final 50% payment is to be made after receipt of advances and before delivery or pick up of bulk of the order.

5.4 Damages

The customer must pay to Ligare Pty Ltd any costs, expenses or losses incurred by Ligare Pty Ltd as a result of the customer's failure to pay to Ligare Pty Ltd all sums outstanding from the customer to Ligare Pty Ltd (including, without limiting the generality of the obligation set out in this clause, any debt collection and legal costs).

6. Non-Payment

6.1 Retention of ownership

Until the customer has paid all sums outstanding in relation to the Goods:

(a) Title in the Goods shall not pass from Ligare Pty Ltd to the customer.

(b) If the Goods are in the customer's possession, the customer shall hold the Goods as trustee for Ligare Pty Ltd and must store the Goods so that they are clearly identifiable as the property of Ligare Pty Ltd.

(c) Ligare Pty Ltd may call for and recover possession of the Goods (for which purposes Ligare Pty Ltd' employees or agents may enter the customer's premises and take possession of the Goods without liability to the customer) and the customer must deliver the Goods to Ligare Pty Ltd if so directed by Ligare Pty Ltd.

(d) The customer may, in the ordinary course of the customer's business, sell the Goods to a third party but:

(i) the proceeds of sale to the third party shall be held by the customer as trustee for Ligare Pty Ltd and the customer shall account to Ligare Pty Ltd for those sums; and

(ii) if Ligare Pty Ltd requires, the customer shall assign to Ligare Pty Ltd the customer's claim against the third party and shall execute all documents necessary to effect that assignment.

6.2 General lien

Ligare Pty Ltd shall, in respect of all sums owed by the customer to Ligare Pty Ltd hereunder, have a general lien on all property of the customer in Ligare Pty Ltd' possession and may, after 14 days' notice to the customer, sell that property and apply the proceeds (net of any sale costs) in satisfaction of all or any part of the sums owed. In the event that any of the customer's property held by Ligare Pty Ltd as aforesaid enjoys copyright protection in favour of the customer, the customer hereby grants to Ligare Pty Ltd a licence to exercise the rights conferred on Ligare Pty Ltd under this clause.

7. Liability

7.1 Proofs

If Ligare Pty Ltd submits to the customer a proof of the Goods Ligare Pty Ltd will not be responsible for any errors in the Goods which appeared in the proof and which were not corrected by the customer before the Order commenced production.

7.2 Non-excludable Rights

The parties acknowledge that, under applicable State and Commonwealth law, certain conditions and warranties may be implied in these Terms and Conditions and there are rights and remedies conferred on the customer in relation to the provision of the Goods or of services which cannot be excluded, restricted or modified by agreement ("Non-excludable Rights").

7.3 Disclaimer of Liability

Ligare Pty Ltd disclaims all conditions and warranties expressed or implied, and all rights and remedies conferred on the customer, by statute, the common law, equity, trade, custom or usage or otherwise and all those conditions and warranties and all those rights and remedies are excluded other than any Non-excludable Rights. To the extent permitted by law, the liability of Ligare Pty Ltd for a breach of a Non-

excludable Right is limited, at Ligare Pty Ltd' option, to the supplying of the Goods and/or any services again or payment of the cost of having the Goods and/or any services supplied again.

7.4 Indirect losses

Notwithstanding any other provision of these Terms and Conditions, Ligare Pty Ltd is in no circumstance (whatever the cause) liable in contract, tort (including, without limitation, negligence or breach of statutory duty) or otherwise to compensate the customer for:

- (a) any increased costs or expenses;
- (b) any loss of profit, revenue, business, contracts or anticipated savings;
- (c) any loss or expense resulting from a claim by a third party; or
- (d) any special, indirect or consequential loss or damage of any nature whatsoever caused by the failure of Ligare Pty Ltd to complete or delay in completing the Order or to deliver the Goods.

7.5 Electronic data

Without limiting the generality of the foregoing clauses, Ligare Pty Ltd will not be liable to the customer for loss, however caused, of any data stored on disks, tapes, compact disks or other media supplied by the customer to Ligare Pty Ltd.

7.6 Customer's property

Subject to clause 7.5, Ligare Pty Ltd will not be liable for the damage, loss or destruction of any property of the customer in Ligare Pty Ltd' possession unless the loss or damage is due to the failure of Ligare Pty Ltd to exercise due care and skill in handling or storing the property.

7.7 Force Majeure

Ligare Pty Ltd will have no liability to the customer in relation to any loss, damage or expense caused by Ligare Pty Ltd' failure to complete the Order or to deliver the Goods as a result of fire, flood, tempest, earthquake, riot, civil disturbance, theft, crime, strike, lockout, breakdown, war, pandemic, or the inability of Ligare Pty Ltd' normal suppliers to supply necessary materials or any other matter beyond Ligare Pty Ltd' control.

8. General matters

8.1 Alterations to style etc

If, before the Quote is prepared, the customer does not give Ligare Pty Ltd specific instructions in relation to style, type or layout:

- (a) Ligare Pty Ltd may use any style, type and layout which, in Ligare Pty Ltd' opinion, is appropriate; and
- (b) Ligare Pty Ltd may charge an additional amount for any additional work required to be done (including the production of additional proofs) as a result of the customer subsequently altering the style, type or layout used by Ligare Pty Ltd.

8.2 Overset

The customer must pay for overset matter (being matter produced on the customer's instructions but not used in a publication for which it was intended). The customer may instruct Ligare Pty Ltd to retain overset matter for future issues of the publication or to discard the overset matter.

8.3 Outside work

If Ligare Pty Ltd has to obtain goods (including typefaces, bromides, film, plates, ornaments or artwork) and/or services not normally stocked or supplied by Ligare Pty Ltd from a third party in order to carry out the customer's instructions:

- (a) Ligare Pty Ltd will not be liable for any breach of these Terms and Conditions if that breach is a result of or is connected with the supply by the third party of such goods and/or services.
- (b) Ligare Pty Ltd acquires such goods and/or services as agent for the customer and not as principal and will have no liability to the customer in relation to the supply of those goods and/or services. However, any claim by the customer in relation to the supply of those goods and/or services will be made by Ligare Pty Ltd on behalf of the customer directly against the third party.
- (c) The customer must pay for such goods and/or services.
- (d) Property in any such goods obtained from a third party and incorporated into the Goods passes to Ligare Pty Ltd at the time of incorporation.

8.4 Material supplied by customer

If Ligare Pty Ltd and the customer agree that the customer is responsible for supplying materials or equipment for the purposes of the Order:

- (a) The customer must supply sufficient quantities of materials to allow for spoilage, such quantity to be specified by Ligare Pty Ltd.
- (b) Ligare Pty Ltd will not normally count or check the materials and if requested by the customer to do so, may charge for counting or checking.
- (c) Ligare Pty Ltd will not be responsible for any defects in the Goods which are caused by defects in or the unsuitability of materials or equipment supplied by the customer.
- (d) Property in any materials supplied by the customer and incorporated into the Goods passes to Ligare Pty Ltd at the time of incorporation.

8.5 Property left with Ligare Pty Ltd

If the customer leaves property in Ligare Pty Ltd' possession without specific instructions as to what is to be done with it, Ligare Pty Ltd may, 12 months after gaining possession of the property, dispose of or sell the property and retain any proceeds of sale as compensation for holding and handling the property.

8.6 Responsibility to insure

Ligare Pty Ltd has no obligation to insure any property of the customer in it's possession. The customer must pay the cost of any insurance arranged by Ligare Pty Ltd at the request of the customer.

8.7 Ancillary materials

Unless Ligare Pty Ltd and customer agree otherwise, drawings, sketches, paintings, photographs, designs, typesetting, proofs, dummies, models, negatives, positives, blocks, engravings, stencils, dies, plates or cylinders, electros, stereos, discs, tapes, compact discs, or other media or data and other material produced by Ligare Pty Ltd in the course of or in preparation for performing the Order (whether or not in fact used for the purposes of performing the Order) are the property of Ligare Pty Ltd.

8.8 Copyright

- (a) Copyright in all artistic and literary works authored by Ligare Pty Ltd shall be the property of Ligare Pty Ltd.
- (b) The customer:
 - (i) warrants that the customer has copyright in or a licence to authorise Ligare Pty Ltd to reproduce, all artistic and literary works supplied by the customer to Ligare Pty Ltd for the purposes of the Order and the customer hereby expressly authorises Ligare Pty Ltd to reproduce all and any of such works for the purposes aforesaid;
 - (ii) hereby indemnifies and agrees to keep indemnified Ligare Pty Ltd against all liability, losses or expenses incurred by Ligare Pty Ltd in relation to or in any way directly or indirectly connected with any breach of copyright or of any rights in relation to copyright in such literary and artistic works supplied as aforesaid; and
 - (iii) acknowledges and accepts that Ligare Pty Ltd has the right to decline to print any matter which it considers is, or may be, illegal, immoral, libellous, misleading, deceptive, indecent or scandalous or which may otherwise give rise to legal proceedings.
- (c) The customer is hereby granted a non-exclusive license to use the copyright in any literary and/or artistic works authored by Ligare Pty Ltd for the purposes of the Order however the exercise of such licence shall be conditional upon Ligare Pty Ltd having received all monies due to them under these Terms and Conditions.

8.9 Ideas

The customer must keep confidential and not use any ideas communicated by Ligare Pty Ltd to the customer without Ligare Pty Ltd' written consent.

8.10 Electronic/magnetic media

All disks, tapes, compact disks or other media (other than media supplied by the customer) used by Ligare Pty Ltd to store data for the purposes of completing the Order are the property of Ligare Pty Ltd. The customer cannot require Ligare Pty Ltd to supply to the customer any data so stored. In the event that Ligare Pty Ltd does supply any data so stored or created Ligare Pty Ltd may charge for supplying such data to the customer.

8.11 Storage of electronic data

Ligare Pty Ltd will not be responsible for storing any data on disks, tapes, compact disks or other media when the Order has been completed. If Ligare Pty Ltd agrees to store such data, Ligare Pty Ltd may charge for doing so.

8.12 No Waiver

A power or right is not waived solely because the party entitled to exercise that power or right does not do so. A single exercise of a power or right will not preclude any other or further exercise of that power or right or of any other power or right. A power or right may only be waived in writing, signed by the party to be bound by the waiver.

8.13 Severability

Any provision in these Terms and Conditions which is invalid or unenforceable in any jurisdiction must be read down for the purposes of that jurisdiction, if possible, so as to be valid and enforceable. If that provision cannot be read down then it is capable of being severed to the extent of the invalidity or unenforceability without affecting the remaining provisions of these Terms and Conditions or affecting the validity or enforceability of that provision in any other jurisdiction.

8.14 Governing law and jurisdiction

These Terms and Conditions are governed by the law in force in the State or Territory in which Ligare Pty Ltd' premises are located and the parties submit to the non-exclusive jurisdiction of the courts of that State or Territory and any courts which may hear appeals from those courts in respect of any proceedings in connection with these Terms and Conditions.

9. Goods and Services Tax

9.1 All amounts are subject to GST

Unless otherwise stated, all amounts expressed or described in these Terms and Conditions are subject to GST.

9.2 Out of pocket expenses are GST inclusive

All out of pocket expenses referred to in these Terms and Conditions are GST inclusive out of pocket expenses.

9.3 Ligare Pty Ltd to assist Customer

Ligare Pty Ltd will do all things reasonably available to it to assist the customer to claim on a timely basis any input tax credits (if any) the customer may be entitled to claim for any acquisition of goods and services from Ligare Pty Ltd. This includes Ligare Pty Ltd maintaining its registered status for GST purposes, and issuing tax invoices for supplies made under these Terms and Conditions on a timely basis as reasonably requested by the customer.